

## BOARD MEMBERS

Mark E. Brand, Esq.  
Lisa Burrows-MacLean, Ph.D.  
John R. Cinquino  
Tony DeSimone, M.B.A.  
Kathy R. Doody, Ph.D.

Frederick G. Floss, Ph.D.  
John T. Gavigan, M.B.A.  
Daniel P. O'Neill  
Eric C. Saenger  
Elizabeth M. Schachtner, M.B.A.

Colleen M. Seminara, Esq.  
Kenneth L. Sniatecki  
Anthony T. Vetrano, M.D.  
Sujata Yalamanchili, M.B.A., Esq.

■ CHIEF EXECUTIVE OFFICER Stephen R. Anderson, Ph.D., BCBA-D, LBA

September 23, 2020

Dear Parents and Caregivers,

I hope this letter finds you and your family well.

I wanted to provide an update regarding exciting changes to the re-opening of our S.T.E.P.S. program. We have made great progress and are thrilled with the way everyone has adjusted to all the changes in our programs and services as we adhere to various guidelines and requirements related to reducing the spread of COVID-19. Thank you for your continued support.

We are now at a point where many individuals are asking to venture out into the community. We believe that we are ready to do so, even if the steps to doing so are small at first.

Many individuals who attend S.T.E.P.S. are in a “high-risk” category and require regular close contact with staff members. Therefore, we are planning carefully to provide an environment that meets the requirements that could prevent the spread of COVID-19 among individuals and staff. We also want to reduce the chance of exposure as we move out into the community. The health and safety of your adult child and our staff is our highest priority. We are preparing to operate with all the required safety precautions in place. In order to adhere to the guidelines, we will be spending some time in the community according to the following plan:

**We will resume community outings by taking walks around the immediate neighborhood.** We feel that this will offer your child the opportunity to stretch their program space and practice social distancing beyond the immediate program location.

**After a period, we plan to take short trips to local parks** which may or may not require your child to be transported in an agency vehicle. If it does, we will follow all safety precautions for safe transportation during the COVID-19 pandemic. This includes the requirement that all staff and individuals wear masks at all times in the vans unless they are medically unable to tolerate them. Reasonable accommodations would need to be considered and approved before persons without masks would be able to participate. We will open windows, if it is safe to do so, and will maintain 50% capacity in all vans. We will continue to practice handwashing and hand sanitization while in the community (hand sanitizer will be provided) and we will wash our hands before and after every trip.

**Eventually, we hope to take trips to outdoor/indoor venues.** *We will notify you when we move to that phase.*

Additionally:

- We will notify you when we are going on outings and provide an opportunity for your or your child to decline.

- We will make every attempt to place your child with the same staff member each day.
- ***If symptoms occur during a community outing, we will return to the hub location and keep your child in a separate area with a staff member until you arrive*** to pick them up. We expect that you will do this as promptly as possible.
- We will make every effort to help individuals maintain social distance from each other and community members, but this will not always be possible by every participant.
- We ask that you continue to work on critical skills including wearing a mask, washing hands, tolerating others' wearing masks, maintaining social distance, etc.

An additional change of which you should be aware: we now have access to microwaves at the hub locations.

Based on these changes, we ask that you complete and return the enclosed Informed Consent **no later than September 23, 2020**. Your responses will help us tremendously as we work through critical details.

Thank you for your continued support. We will continue to keep you updated. If you have any questions, please contact Benjamin Goldberg, Coordinator of Adult Services, at [bgoldberg@TheSummitCenter](mailto:bgoldberg@TheSummitCenter).

Sincerely,

*Diana Schmit*

Diana M. Schmit, MS  
Vice President, Community and Adult Services

## Summit Informed Consent for Resumption of Community Outings in Day Services

I have read the Resumption of Day Services letter dated September 17, 2020 and understand the information. After considering all the information provided:

**Please check one:**

I will allow my child to participate in Community Outings.

I will not allow my child to participate in community outings and understand that they will be able to receive services on-site during that time. instead

Individual's Name: \_\_\_\_\_

Program location: \_\_\_\_\_

Print Parent/Guardian Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_